

**Purchase Card Approval For: Commemorative, Education, and Mission Focus Items and Outreach
Program Educational Supplies**

Title:

Description:

Justification:

Requestor Signature

Mail Code/Phone Number

Date

Approved ☐

Disapproved ☐

Approving Official
(Or Higher Level Supervisor)

Mail Code/Phone Number

Date

Approved ☐

Disapproved ☐

Deputy CFO of Finance

Mail Code/Phone Number

Date

Approved ☐

Disapproved ☐

Legal Counsel Signature

Mail Code/Phone Number

Date